

OVERVIEW OF QUOTA CORRECTIONS IN AASIS

PA61



PA61 - Manual Leave Quota Maintenance

Time data Edit Goto Extras Utilities Settings System Help

Maintain Time Data

List entry Week Month Year

Personnel no. 66

Name Kirsten Matthews

EE group 1 Regular State ... Pers.area

EE subgroup UE Employee Cost Center 383225 SCI-FI

Working times Weekly calendar/add'l data Time quotas Time managem...

Infotype text E..

Absences

Attendances

Time Events

Overti

Subst

Availability

Time Transfer Specifications

Employee Remuneration Info

Period

Fr. To

Today Curr.week

Current month

Last week

Last month

Current Year

Choose

Direct selection

Infotype STy

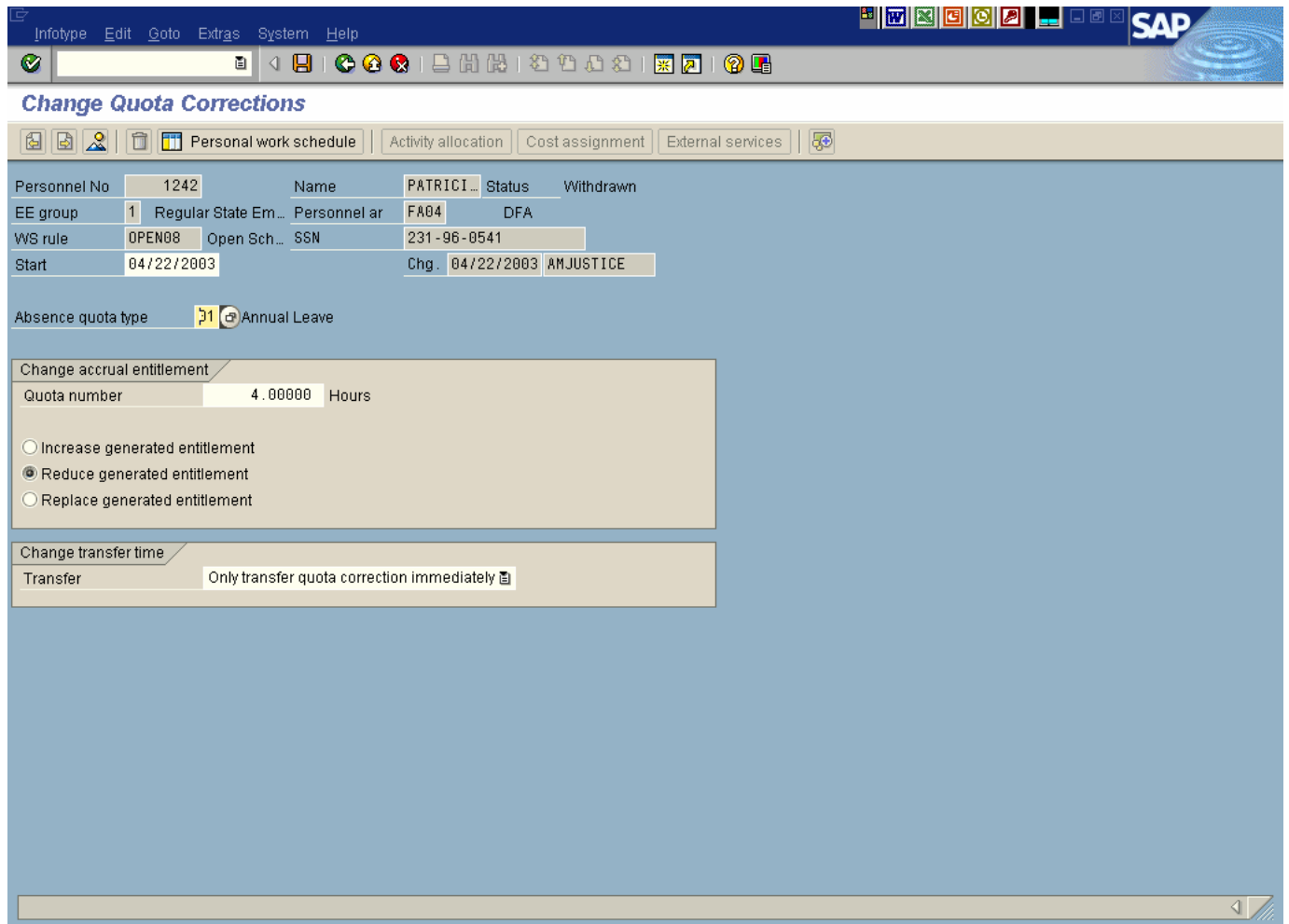
AASIS Support Center, Diane Hill
02/16/04 Revised V3

3-11

This process will allow you to view all the Quota Corrections that have been done on a particular individual.

Enter a personnel # > click the Time Quotas tab > click the All button> green check> highlight Quota Corrections> overview (mountain symbol).

Here is the list of the Quota Corrections keyed in AASIS for this employee.



The screenshot shows the SAP 'Change Quota Corrections' window. The top menu bar includes 'Infotype', 'Edit', 'Goto', 'Extras', 'System', and 'Help'. Below the menu is a toolbar with various icons. The main area is titled 'Change Quota Corrections' and contains several tabs: 'Personal work schedule', 'Activity allocation', 'Cost assignment', and 'External services'. The 'Personal work schedule' tab is active.

Key data fields include:

- Personnel No: 1242
- Name: PATRICI...
- Status: Withdrawn
- EE group: 1 Regular State Em...
- Personnel ar: FA04 DFA
- WS rule: OPEN08 Open Sch...
- SSN: 231-96-0541
- Start: 04/22/2003
- Chg.: 04/22/2003 AMJUSTICE
- Absence quota type: 31 Annual Leave

Below the data fields are two main sections:

- Change accrual entitlement:**
 - Quota number: 4.00000 Hours
 - Options:
 - ☐ Increase generated entitlement
 - ☒ Reduce generated entitlement
 - ☐ Replace generated entitlement
- Change transfer time:**
 - Transfer: Only transfer quota correction immediately

To view details on a particular correction, highlight that line, and choose the pencil icon.

As you can see it shows you the date the correction was made, who made it, was the correction done to increase the number of hours or was it for reducing the number of hours, and the number of hours involved.

ALWAYS choose: Only transfer quota correction immediately!

NEVER choose: Replace Generated Entitlement